



Metropolitan Nashville Planning Department

Metro Office Building
Second Avenue South, 2nd Floor
Nashville, TN 37210
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Downtown Code Application Cover

Please complete this cover sheet for each submittal package within DTC zoning. Applications are processed by the Planning Front Counter; three paper copies and one digital copy are required. To submit materials, please contact the Planning Front Counter to arrange transmittal of all documents and processing of any fees.

Basic Information

Project Name: _____ Date Submitted: _____

Residential Units	Hotel Keys	Office (gross SF)	Retail/Restaurant (gross SF)	Vehicular Parking

Map(s)	Parcel(s)	Land Area (in acres)
Brief Description:		

Applicant Information

APPLICANT: ☐ Architect/Engineer/Consultant ☐ Optionee ☐ Property Owner ☐ Purchaser of property ☐ Leasee ☐ Other

Applicant's Name: _____
Company Name: _____
Address: _____
Email: _____
Phone: _____
Applicant's Signature: _____

Property Owner's Name: _____
Company Name: _____
Address: _____
Email: _____
Phone: _____
Applicant's Signature: _____

Property Ownership: Property owner(s) must sign all DTC applications. Failure to provide this information will deem your application incomplete and postpone your application's consideration.

Review Type

- ☐ Concept Plan Review (no charge)
- ☐ Major Modification (\$6,550) ☐ Minor Modification (\$5,900) ☐ Overall Height Modification (\$20,000 or \$40,000*)
- ☐ Final Site Plan (\$2,000) ☐ DTC Building Permit Review (\$1,250) ☐ Bonus Height Certification (\$450)

*If the Overall Height Modification qualifies as Tier 1, the fee shall be \$20,000. If it qualifies as Tier 2, the fee shall be \$40,000.

COMPLETED BY PLANNING STAFF

DTC Case Number(s): _____

DTC Subdistrict: _____



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Downtown Code – Building Permit Checklist

Please complete this checklist for a building permit review within Downtown Code zoning district (DTC). All plans submitted should be 100% Construction Documents and the same plans submitted to Codes Administration for their permit review. At a minimum, all the basics below should be shown within these plans. Deviations from the approved DTC Final Site Plan may result in non-approval of associated permit.

Associated DTC Final Site Plan #: _____

1	Existing Conditions Site Plan
2	Proposed Site Plans
	Street and alley context
	Grading plan / FFEs
	Sidewalk and street planting areas dimensioned (consult MCSP for required ROW from centerline)
	Vehicular access points with dimensions
	Outdoor dining or open space dimensioned, if applicable
	Façade width dimensioned with percentage of each street frontage
	Build-to zones dimensioned
	Pedestrian corridor enhancements where vehicular access crosses the pedestrian corridor
3	Landscape Plan
	Tree/plant schedule
	Planting details, including compliant soil volumes for street trees
	Irrigation method used
	Details of fences, walls
5	Architecture Elevations
	Glazing percentages noted for each ground level façade
	Glazing percentages noted for upper floors
	Glazing type noted (e.g. clear, spandrel) to comply with DTC requirements
	Ground floor sill heights
	Details for porches, awnings, canopies, fences etc.
	Proposed façade materials and cladding
	Floor to floor height
	Number of stories and height in feet, measure from grade
	Building step-backs shown with dimensions, as applicable
6	Architecture Floor Plans
	Program layout, clearly demonstrating compliance with active ground floor use requirements
	Pedestrian access to ground floor
	Parking garage liner buildings with dimensions
	Bike parking areas required by Ordinance
7	Other
	Land use table detailing square footage calculations by land use
	Bicycle parking table listing spaces as required by Zoning Code subsection 17.20.135